Common Access Card (CAC) USER GUIDE

Registration for Public Key Infrastructure (PKI) Certificates

Last Update:
August, 2012

This user guide provides instructions for registering your Common Access Card (CAC) for use with DISA intranet applications. These instructions assume the user has registered their certificate through ActivClient (DISA certificate management application) and the certificate is recognized by the user's web browser (e.g., Internet Explorer (IE) or Firefox.

If the information provided in this guide does not resolve all PKI-related issues, please contact DISA Intranet Support or (301) 225-8800, DSN 375-8800.

PLEASE NOTE: Internet Explorer (IE) is the recommended browser for certificate registration.
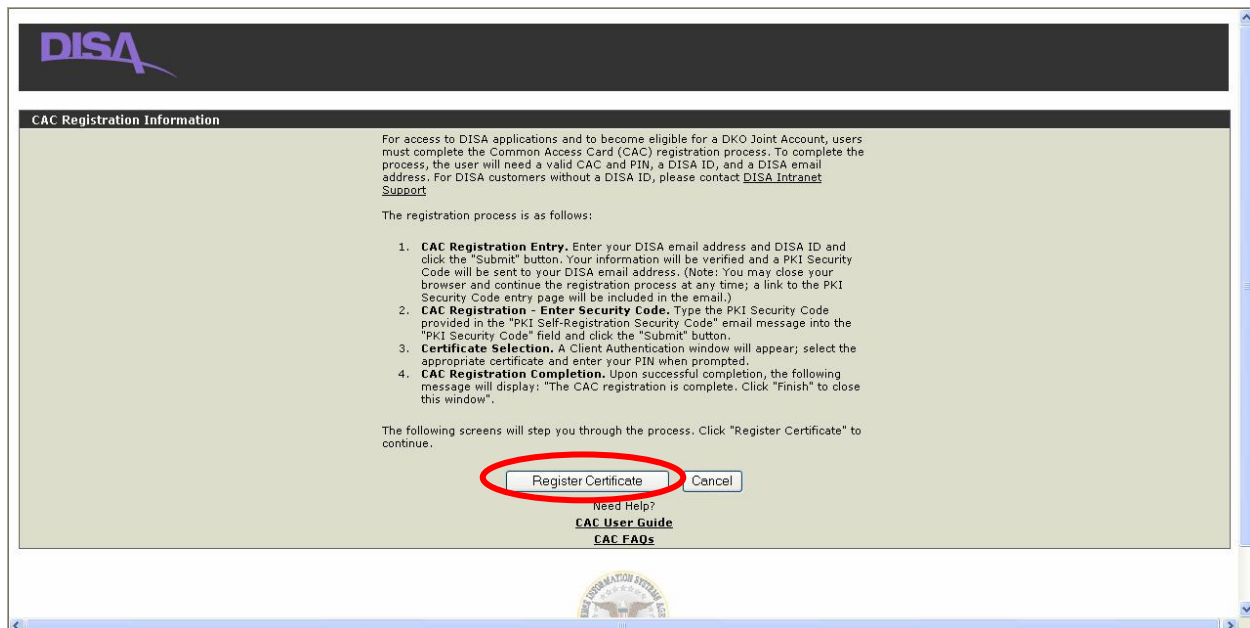
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Registering Your CAC on DISA

1 Internet Explorer

These instructions assume the user has registered their certificate through the ActivClient and the certificate is recognized by the user's web browser (e.g., Internet Explorer (IE) or Firefox); if this is not the case, please contact DISA Intranet Support or (301) 225-8800, DSN 375-8800.
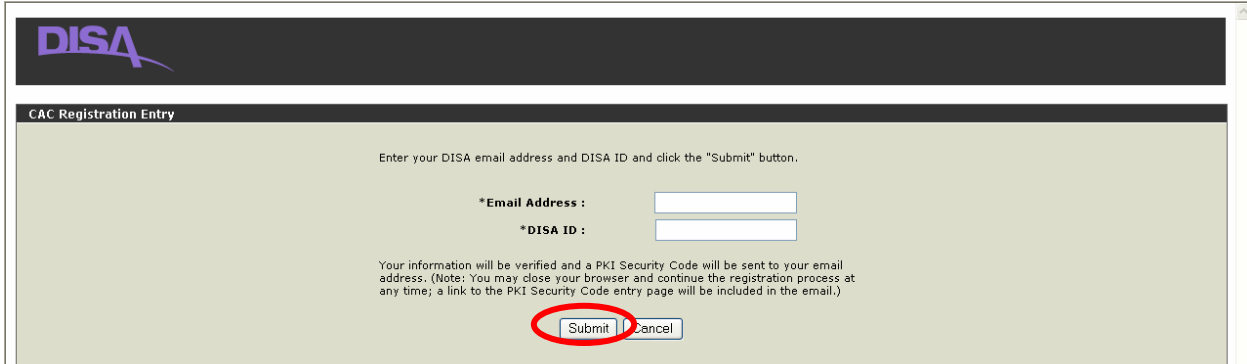
1.1 CAC Registration

1. Insert the user's CAC in the reader.
2. Open Internet Explorer and access the CAC registration page (https://reg.intranet.disa.mil/pkiregistration/).
3. An overview of the registration process is provided. Click the "Register Certificate" button to begin registration.
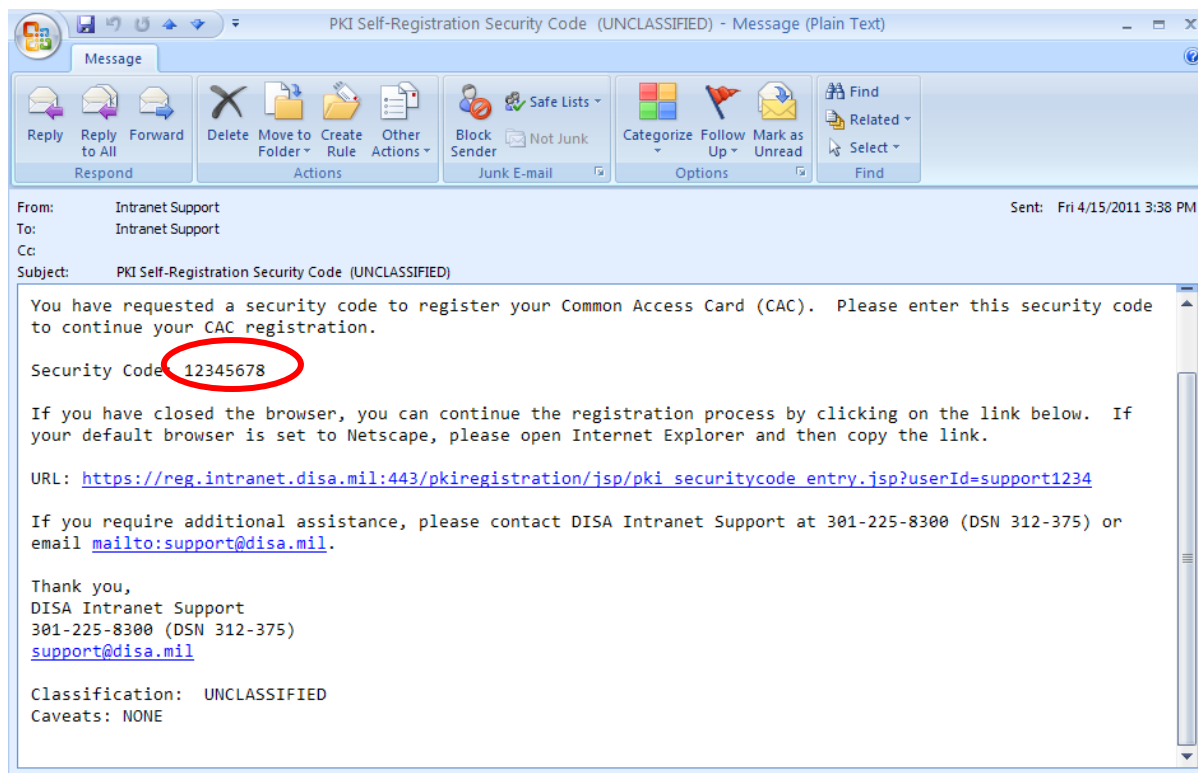
4. In the "CAC Registration Entry" window, enter the user's DISA email address and DISA ID. Click on the "Submit" button.
Note: for DISA customers who do not know their DISA ID, please contact DISA Intranet Support or (301) 225-8800, DSN 375-8800.
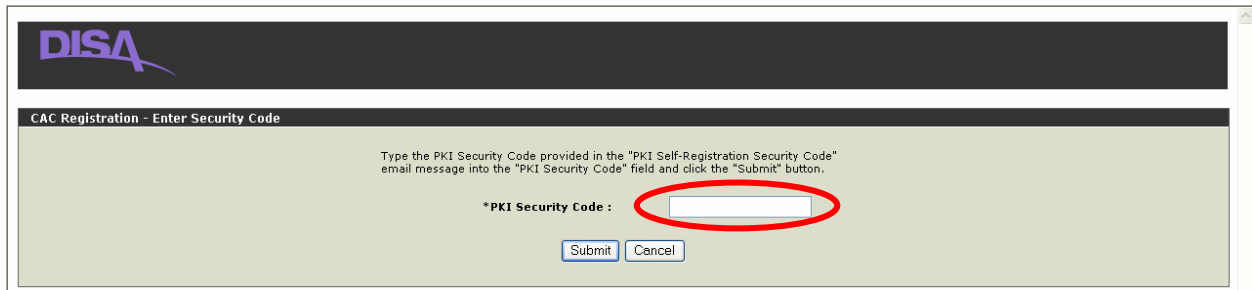

5. Once the user's email address and DISA ID are verified, an email message will be sent to the user's account with a PKI Security Code. *[Note: To complete the remainder of the registration at a later time; a link to the PKI Security Code entry page will be included in the message.]*
6. Note the PKI Security Code in the email message.

7. Enter the PKI Security Code from the email message into the "CAC Registration – Enter Security Code" window. Click the "Submit" button.
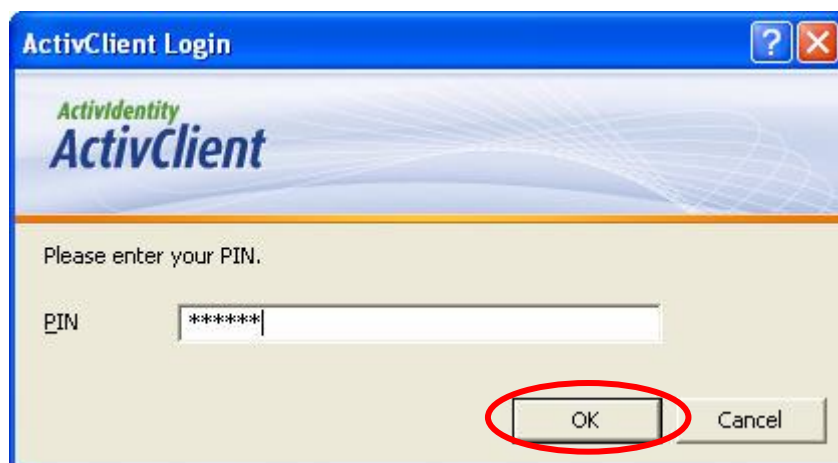

8. *The Client Authentication window appears, displaying the user's certificate. Select the appropriate certificate and click "OK". [Note: More than one certificate may be displayed; see Section 1.2.2 for instructions on viewing certificate details.]*
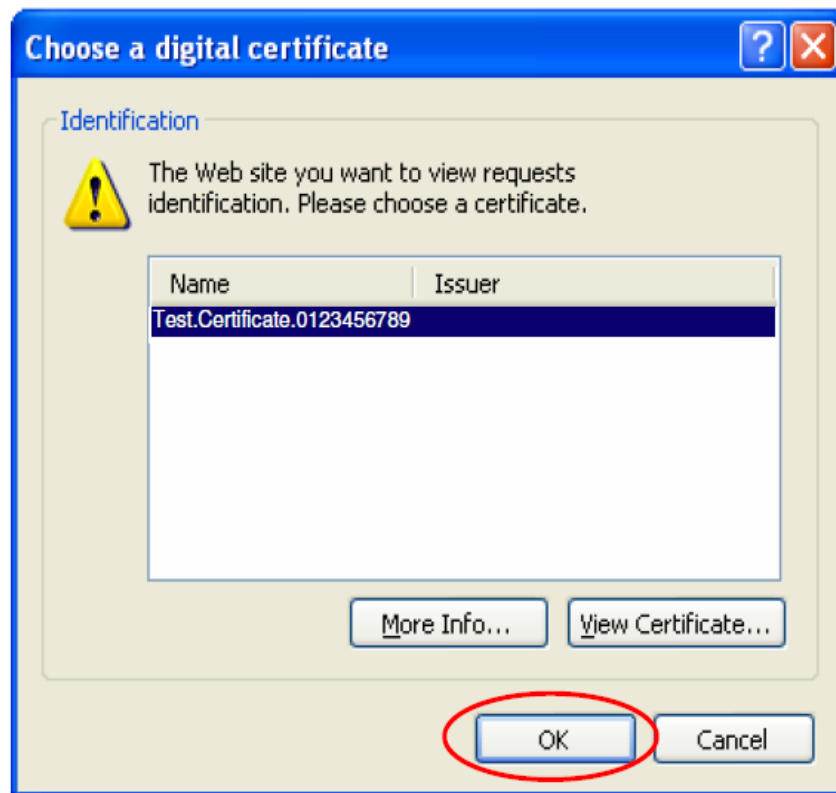
9. The ActiveClient Personal Identification Number (PIN) window appears. Enter the CAC pin and click "OK".

10. The "CAC Registration Completion" window will appear, confirming that the user's certificate has been successfully registered. Click "Finish" to close the browser window.
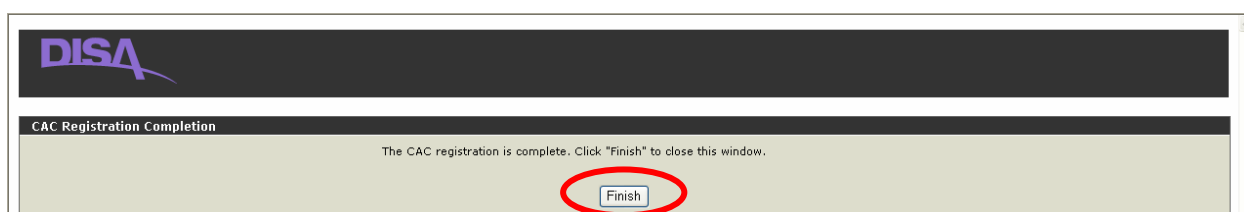
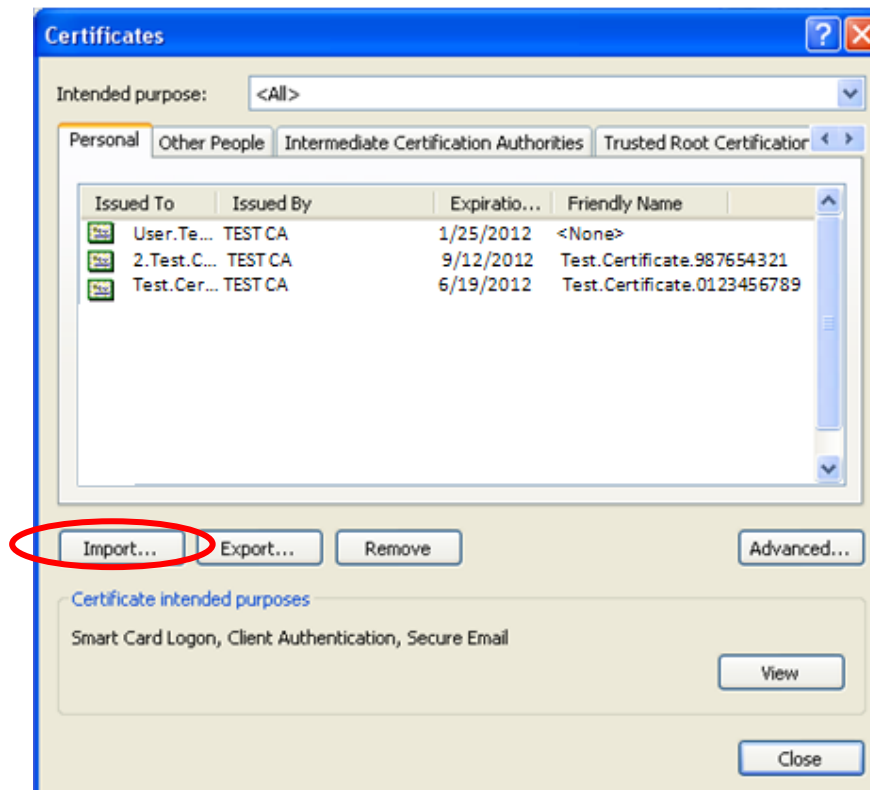## 1.2   Importing Software Certificates in Internet Explorer

1.2.1 Importing Software Certificates

1. Open Internet Explorer.
2. From the top menu, navigate to Tools/Internet Options/Content; the following window will display.
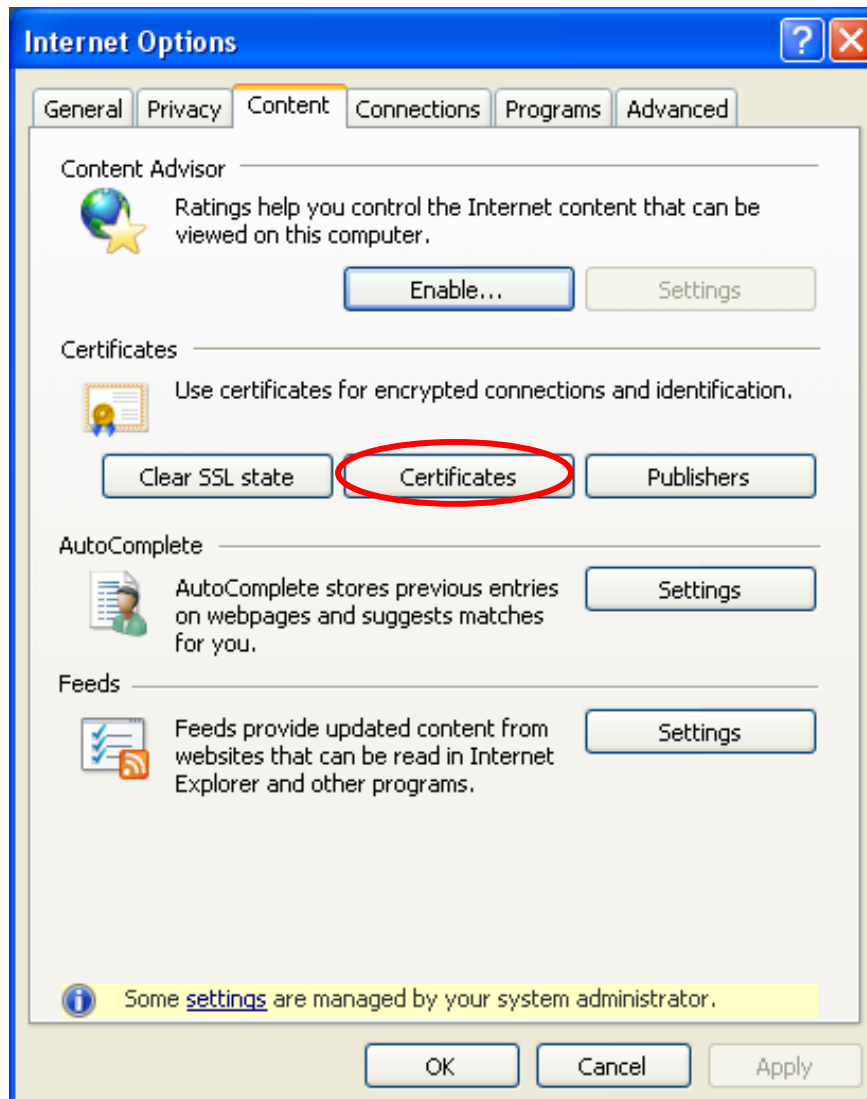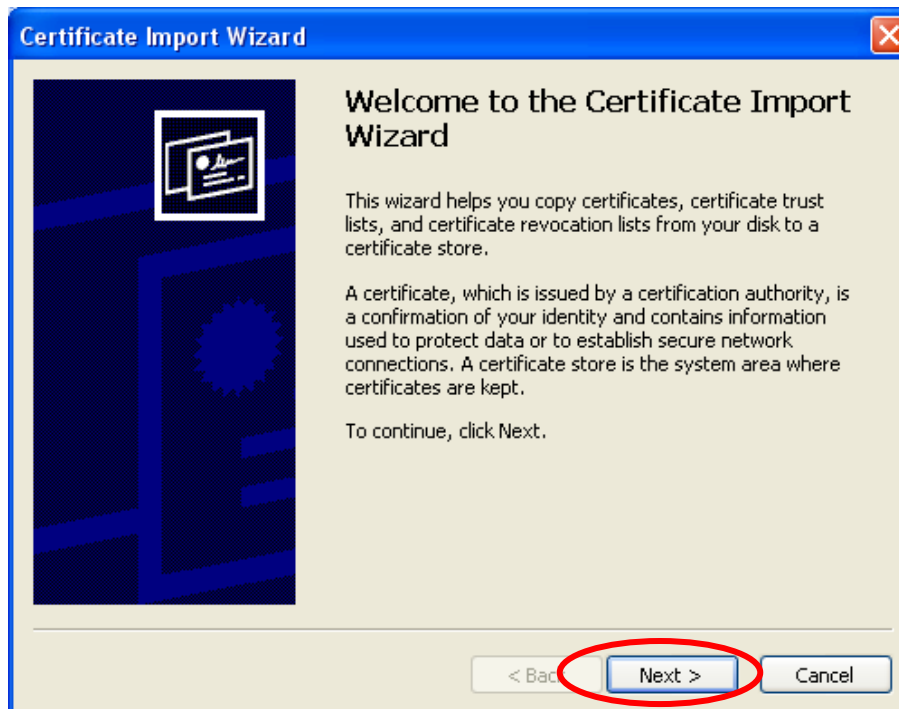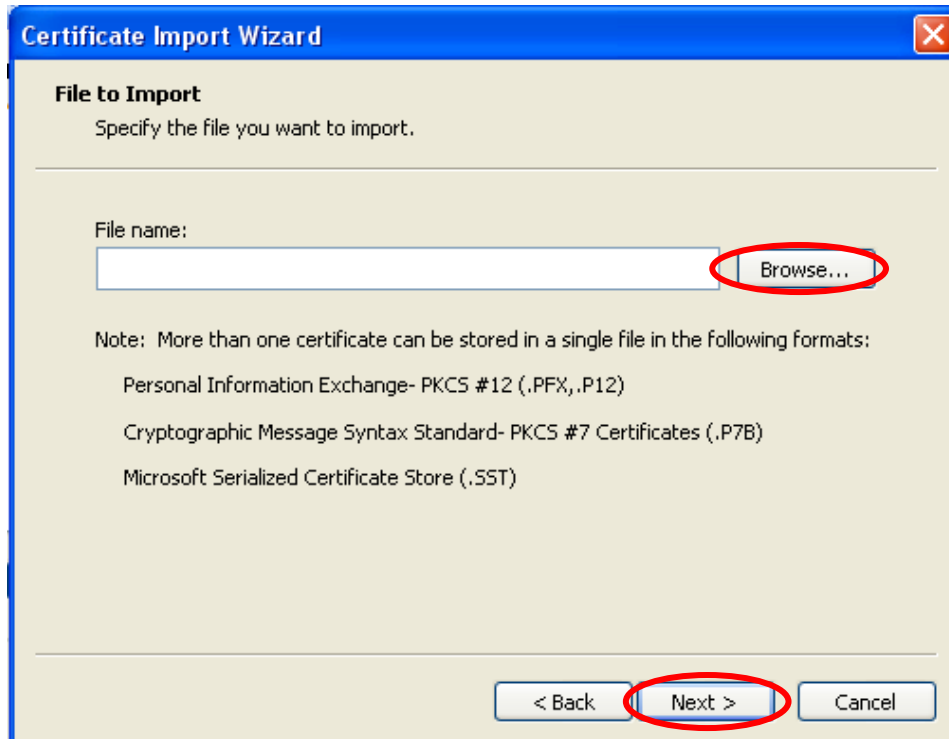

3. Click on "Certificates".

4. The "Certificates" window will appear; click "Import".


5. The Import Wizard will appear, click "Next".

6. Certificate Import Wizard", browse to find the software certificate file to be imported (Certificate extensions include: .PFX, .P12, .P7B, and .SST). Click "Next".
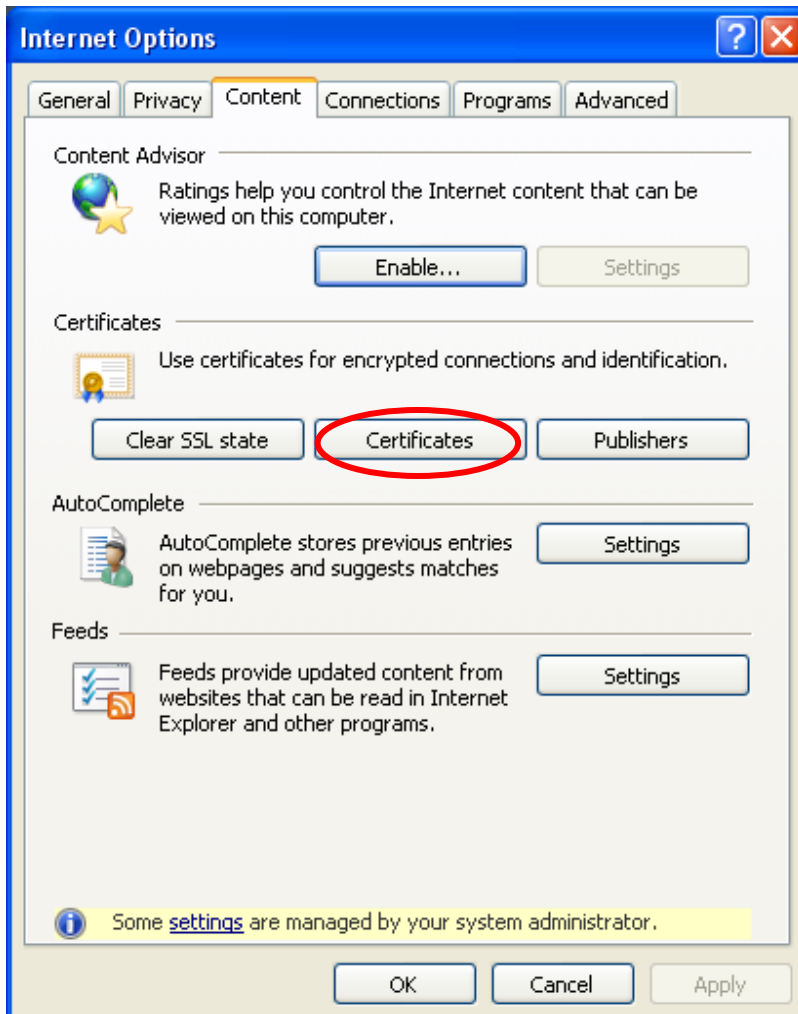

7. If the certificate is password protected, enter the password (this would have been provided upon issuance of the certificate). Click "Next".

8. The "Certificate Store" window allows the user to either designate a location to store their imported certificate, or choose the browser default location. To define a specific location, select "Place all certificates in the following store" and "Browse" to choose a specific "store". Otherwise, select "Automatically select the certificate store based on the type of certificate".

9. Click "Next" to display the completion window; the wizard will indicate whether the import was successful. Click "Finish" to complete the process.
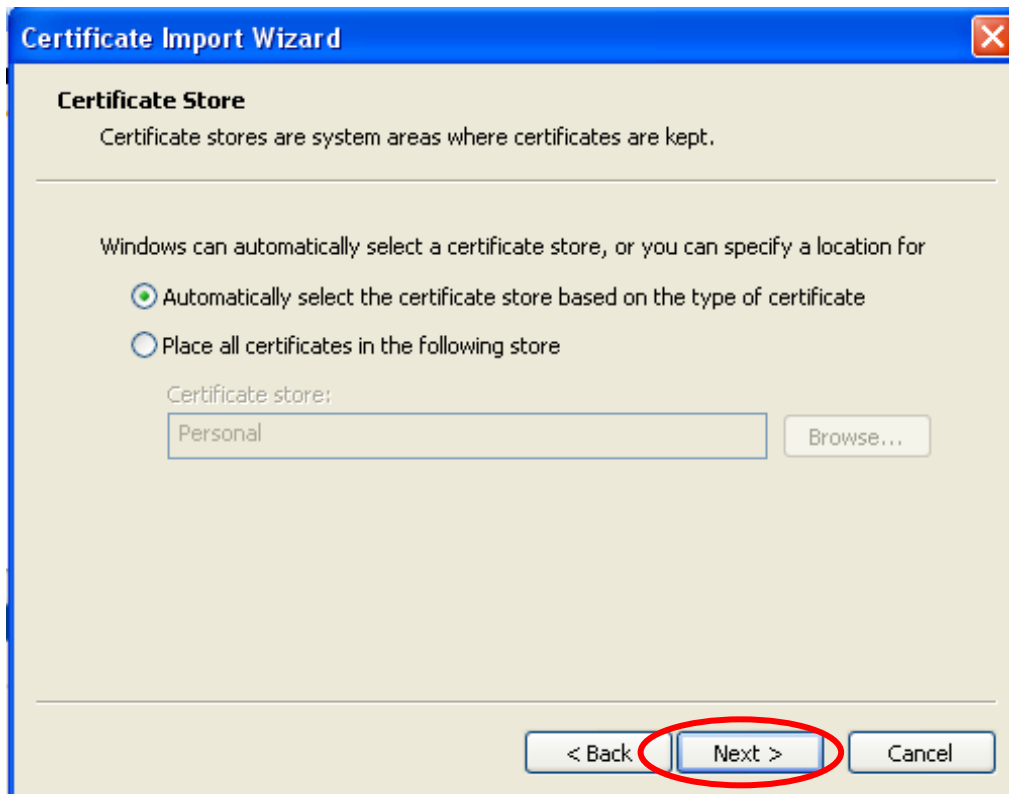
1.2.2 Viewing Certificate Details

1. Open Internet Explorer.
2. From the top menu, navigate to Tools/Internet Options/Content; the following
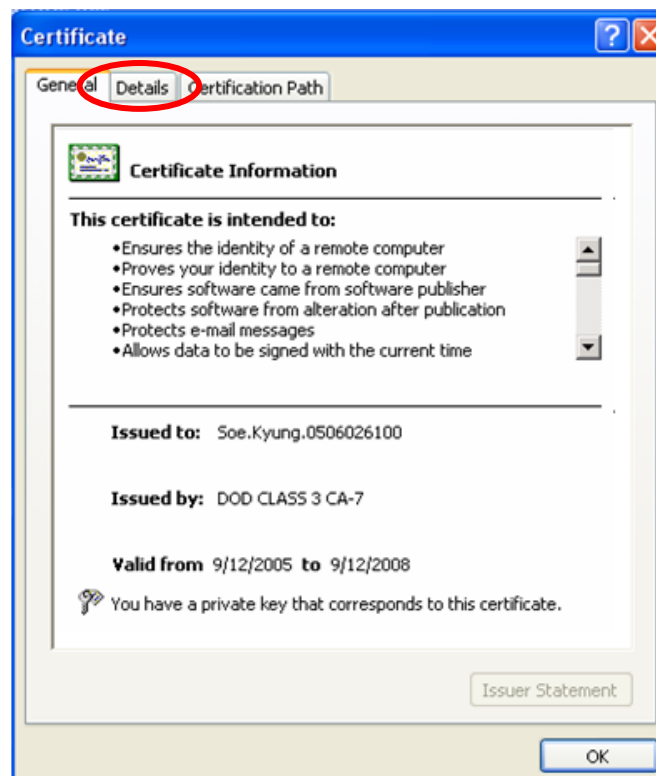   7. window will display.

3. Click on "Certificates".

4. The "Certificates" window will appear; double-click on the certificate to be viewed.
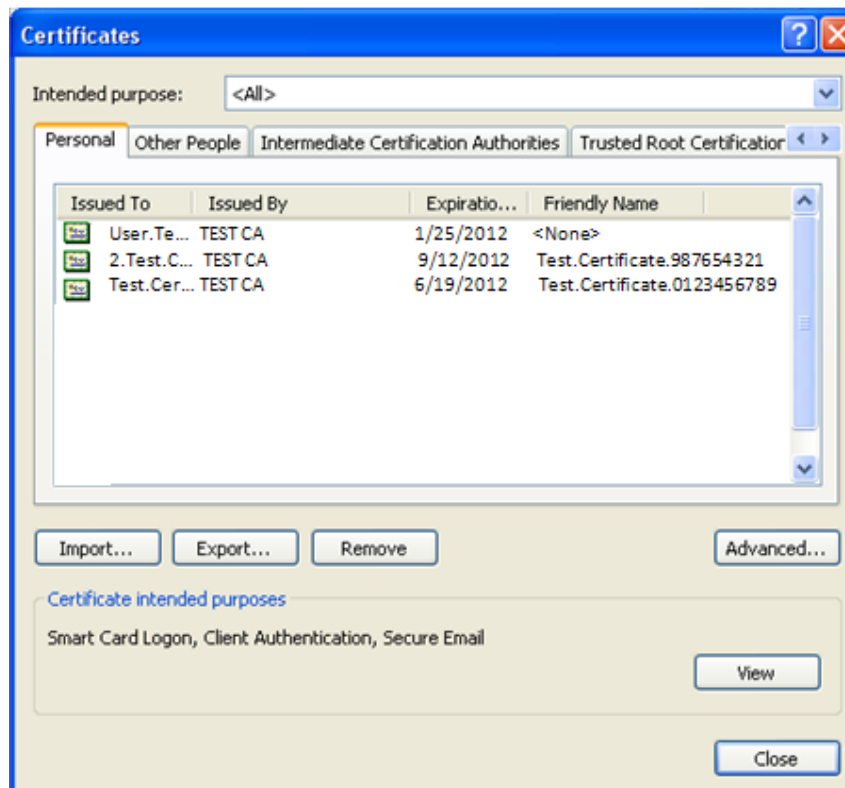
5. The individual "Certificate" window will appear, providing certificate information. Click on the "Details" tab to view more information.
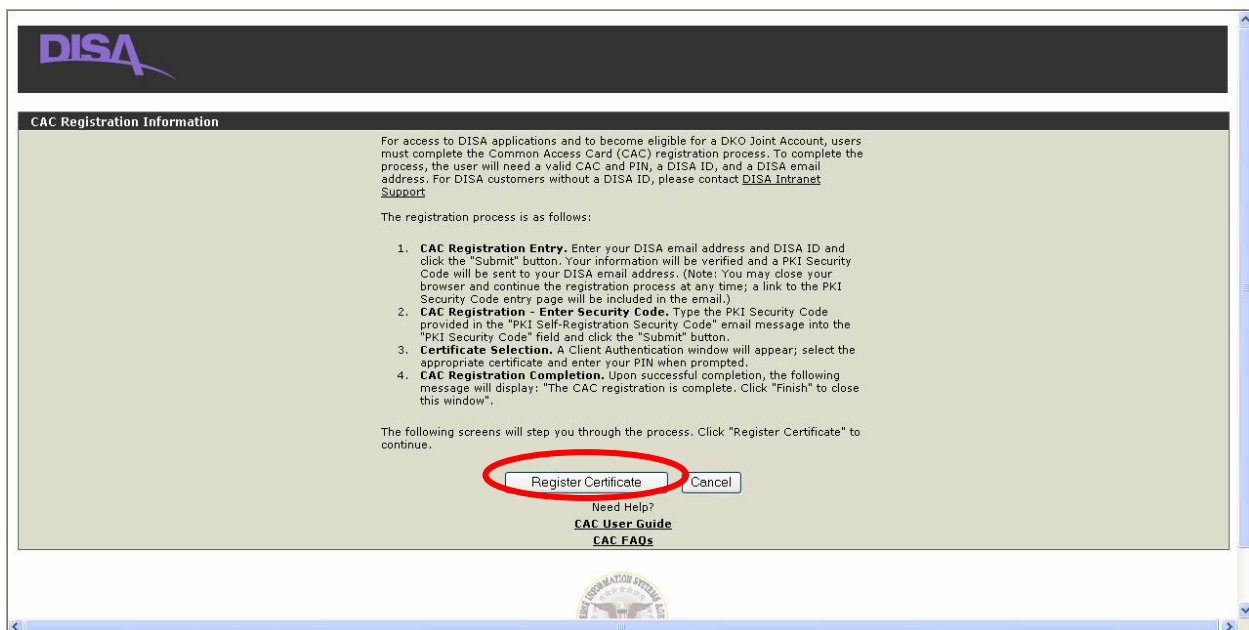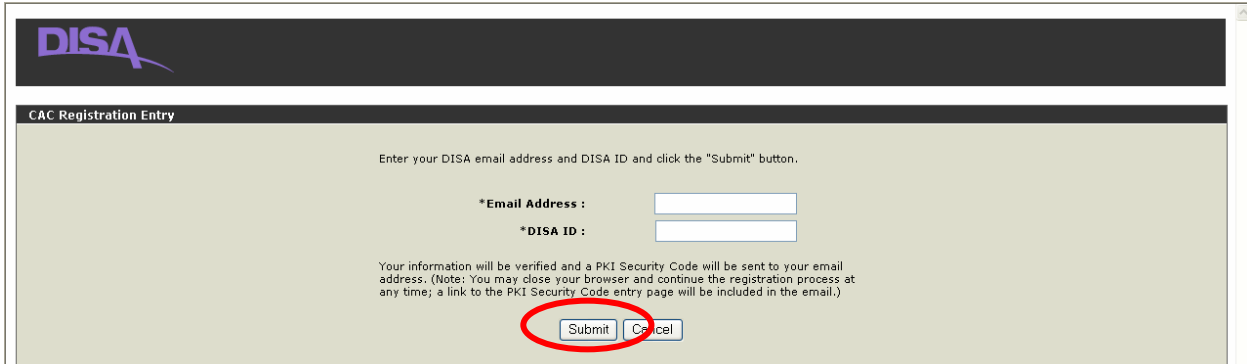
2   Firefox

These instructions assume the user has registered their certificate through the ActivClient and the certificate is recognized by the user's web browser (e.g., Internet Explorer (IE) or Firefox); if this is not the case, please contact DISA Intranet Support or (301) 225-8800, DSN 375-8800.

2.1   CAC Registration

1. Insert the user's CAC in the reader.
2. Open Internet Explorer and access the CAC registration page (https://reg.intranet.disa.mil/pkiregistration/).
3. An overview of the registration process is provided. Click the "Register Certificate" button to begin registration.

4. In the "CAC Registration Entry" window, enter the user's DISA email address and DISA ID. Click on the "Submit" button. *Note: for DISA customers who do not know their DISA ID, please contact [DISA Intranet Support](#) or (301) 225-8800, DSN 375-8800.*

5. Once the user's email address and DISA ID are verified, an email message will be sent to the user's account with a PKI Security Code. *[Note: To complete the remainder of the registration at a later time; a link to the PKI Security Code entry page will be included in the message.]*
6. Note the PKI Security Code in the email message.

7. Enter the PKI Security Code from the email message into the "CAC Registration –
Enter Security Code" window. Click the "Submit" button.

8. A prompt will appear asking to "Please enter the master password for the ActivClient"
(this is the CAC pin number). Enter the password and click "OK".

9. The "User Identification Request" window will appear, displaying the user's certificate. Select the certificate; click "OK". *[Note: More than one certificate may be displayed; see Section 2.2.2 for instructions on viewing certificate details.]*
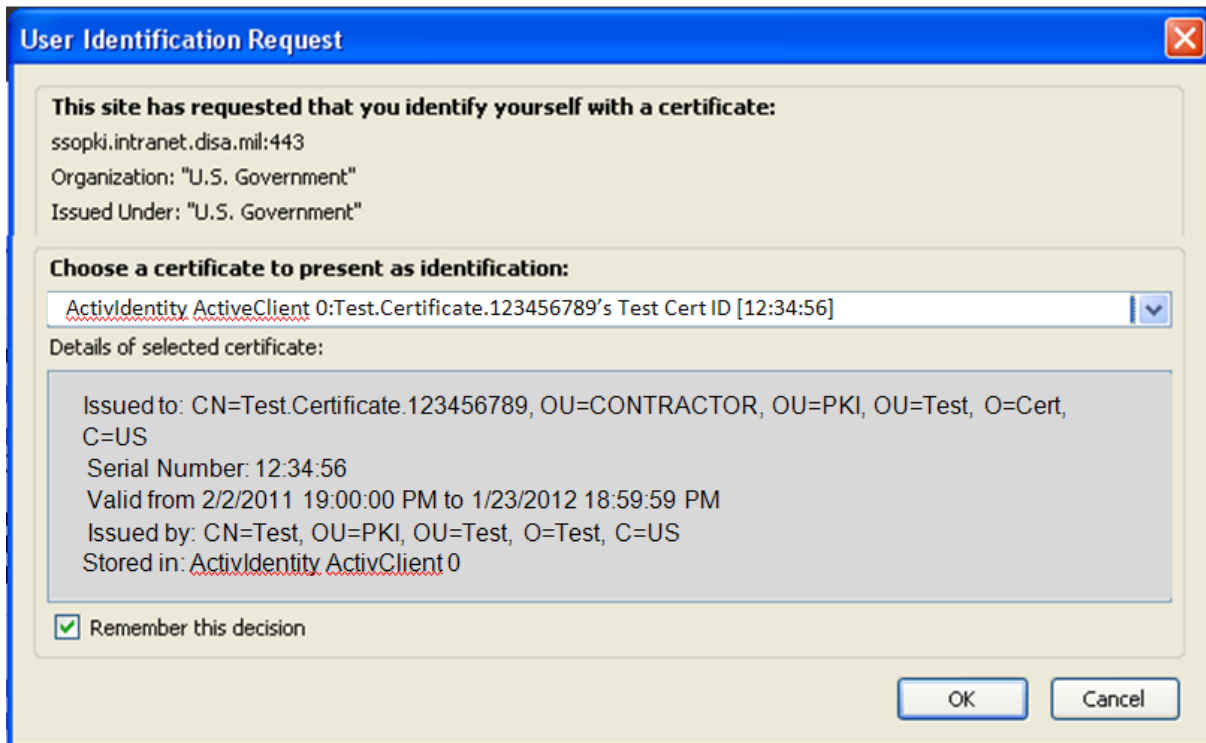
10. The "CAC Registration Completion" window will appear, confirming that the user's certificate has been successfully registered. Click "Finish" to close the browser window.
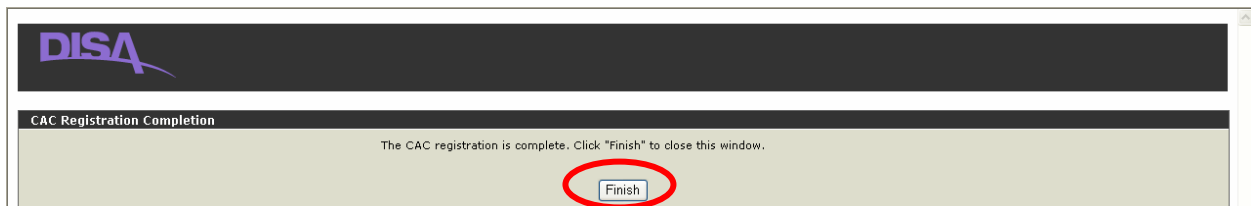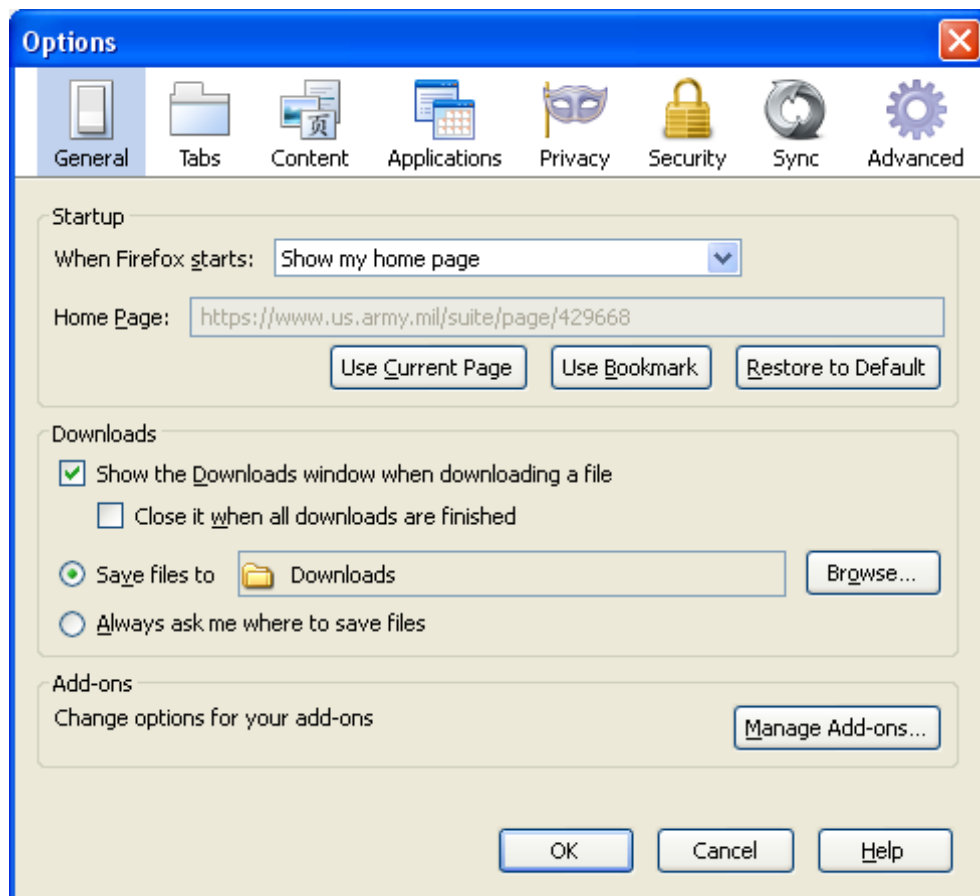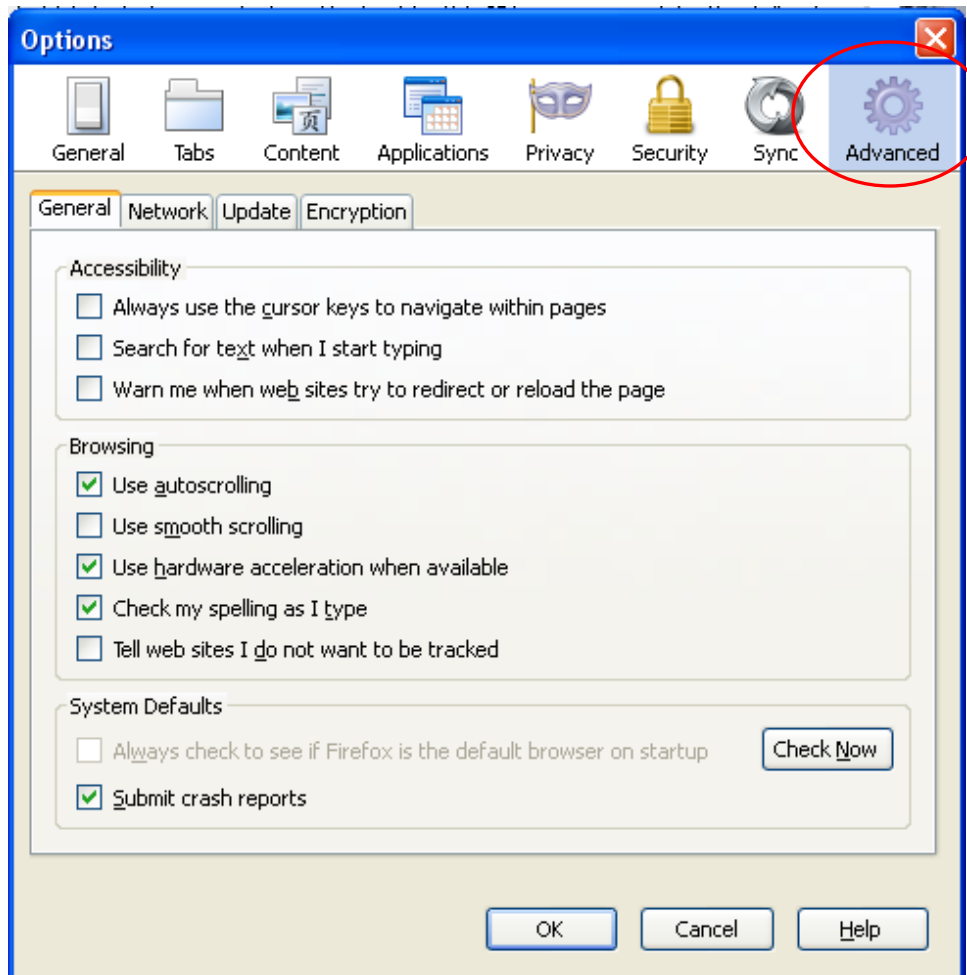
2.2   Importing Software Certificates in Firefox

1. Select Tools > Options in the Firefox browser.
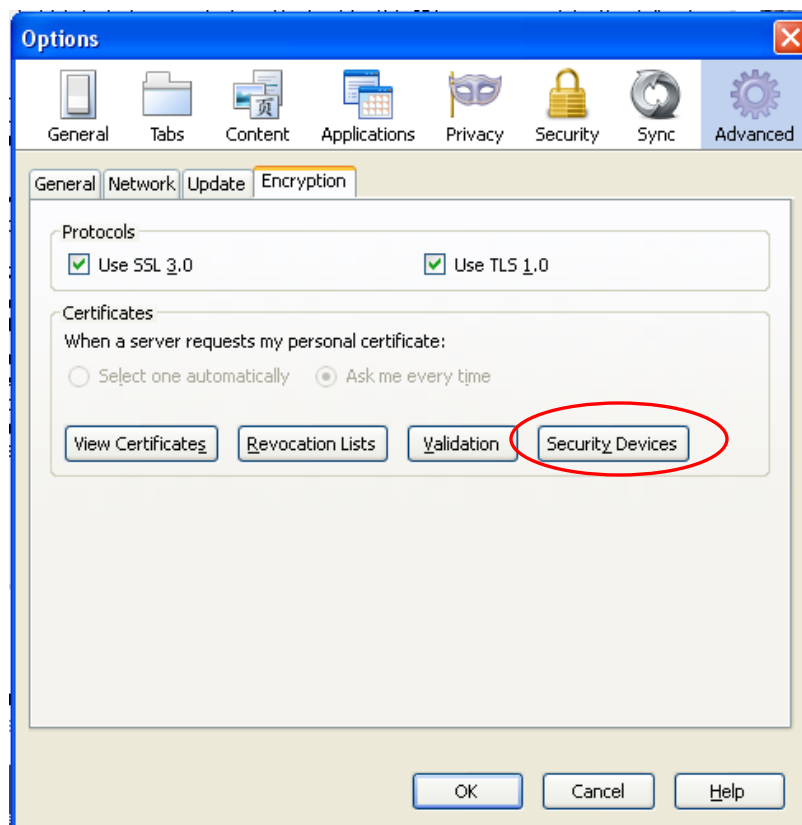

2. The Options window should be displayed.
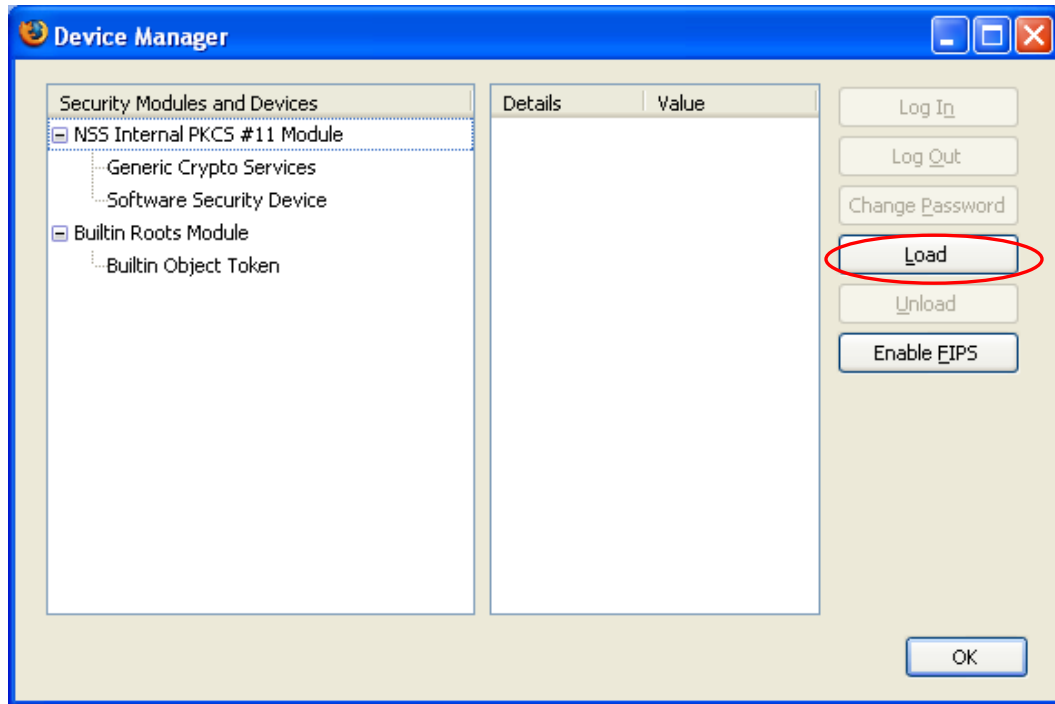
3. Select "Advanced".
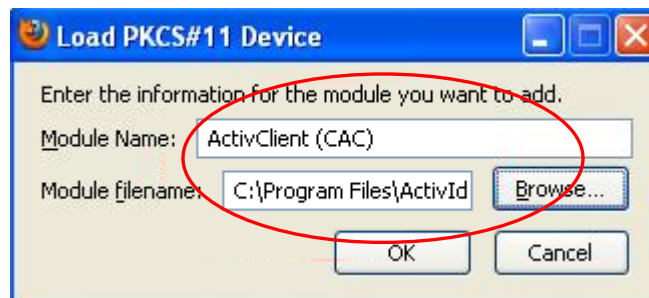
4. Click on the "Encryption" tab.
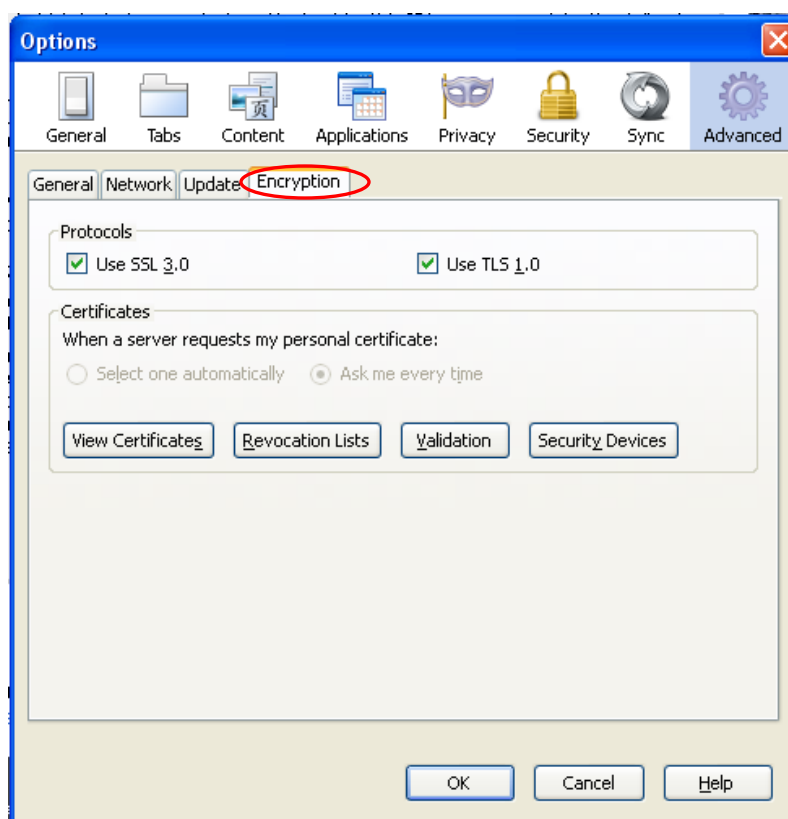
5. Click on the "Security Devices" button.

6. The "Device Manager" window should be displayed. Click on the "Load" button.

7. Enter the Module Name: ActivClient(CAC) . Enter or browse to the Module filename: C:\ProgramFiles\ActivIdentity\ActivClient\acpkcs201-en6.dll. Click the "OK" button.

8. You see a Confirm window asking you whether you want to install the security module.   Click "OK".

9. You see an Alert window saying that a new security module has been installed. Click "OK".
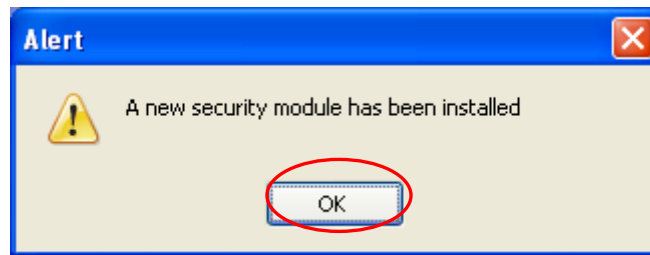
10. The module should now appear in the Device Manager window. Click OK to close the window.
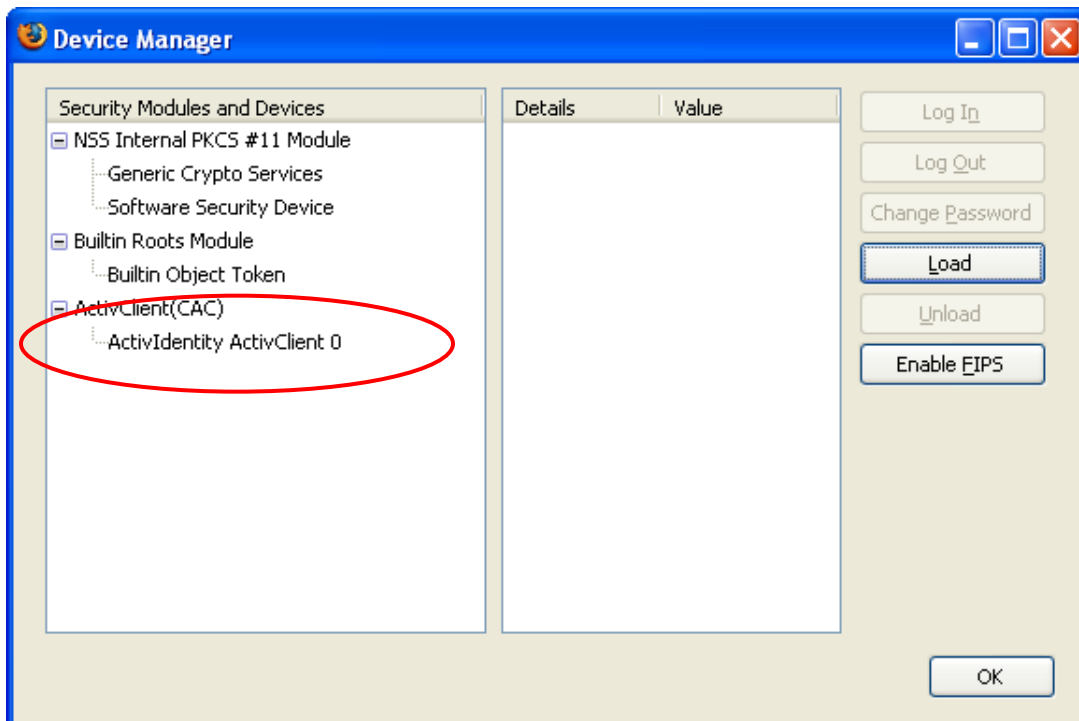
11. Click OK to close the Options window.

Registering Your CAC on DKO

These instructions assume the user has registered for a DKO Joint Account. If this is not the case, please use the DKO Account Creation Wizard on the DKO login page.

1. 1 CAC Registration
1. Insert the user's CAC in the reader.
2. Open Internet Explorer and access the DKO Login page (www.us.army.mil).
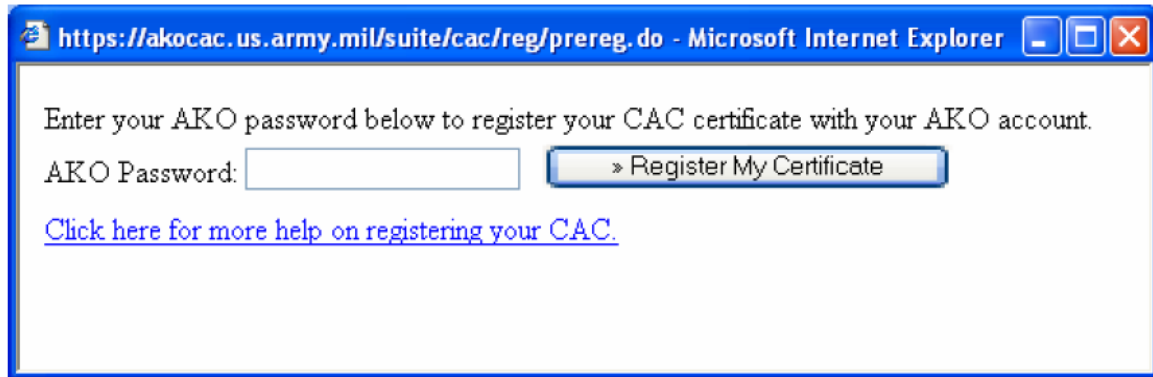3. Login with your DKO Username and Password and click the "Login" button.

4. Click on the "My Account" link in the header menu. Then select "Login Options".
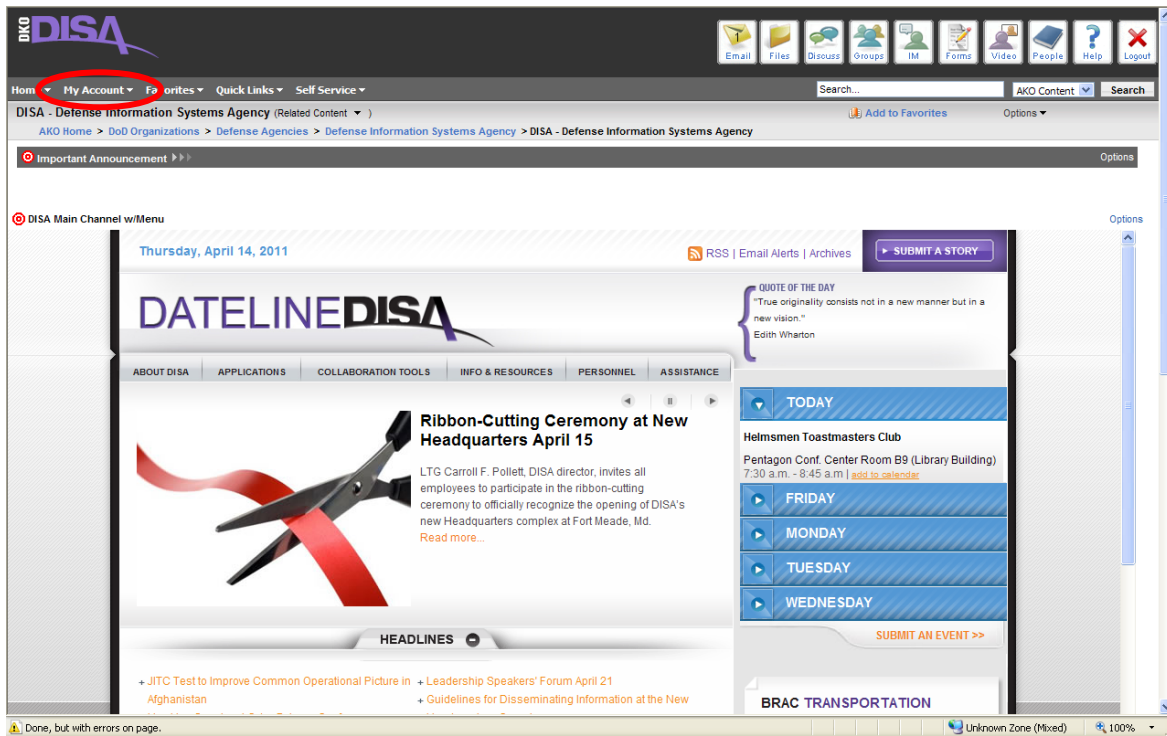
5. Select the "CAC/Cert Registration" option and click the "Register" button.
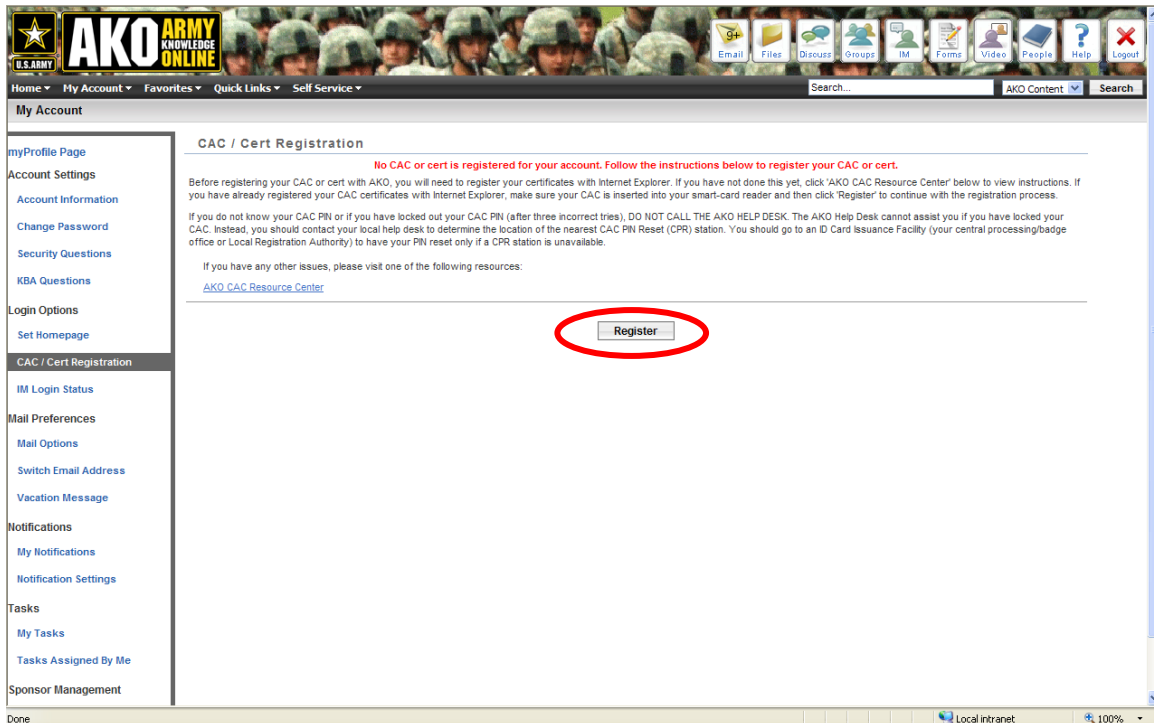
6. Choose the correct digital certificate and enter your CAC PIN when prompted.
7. Enter your AKO password as requested and click the "Register My Certificate" button.

8. A confirmation screen will appear indicating successful registration of your CAC.